



SUPERVISING CRIMINAL INVESTIGATOR II, EMPLOYMENT DEVELOPMENT DEPARTMENT

DEPARTMENTAL PROMOTIONAL EXAMINATION - STATEWIDE *(For EDD Employees Only)*

Testing Department: Employment Development Department

Bulletin Release Date: September 14, 2016

FINAL FILING DATE: **September 28, 2016**

Salary Range: \$6333 - \$8269 per month

POSITION DESCRIPTION

A Supervising Criminal Investigator II (SCI II), Employment Development Department is the full supervisory level in the series. Incumbents plan, organize, and direct the investigation program in an assigned area; assign priorities and develop specific work plans and workload requirements; assist in the development and implementation of administrative policies and procedures. Incumbents may assist the Deputy Chief or Chief, Investigation Division, in planning, developing, and directing a statewide investigative program/ operation; act in the absence of the Deputy Chief or Chief; and may act as liaison with related law enforcement and allied agencies.

Positions exist Statewide.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated on this bulletin may apply for this exam.

This is a **DEPARTMENTAL PROMOTIONAL** exam for the **Employment Development Department (EDD)**. Competition is limited to:

1. Employees who have a permanent civil service appointment with the EDD by final filing date; or
2. Current or former employees of the Legislature with two or more years as defined in the Government Code 18990; or
3. Current or former non-elected exempt employees of the Executive Branch with two or more consecutive years as defined by Government code 18992; or
4. Persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991. **Veterans must provide a copy of their DD214 for entrance requirements.** Please attach your DD214 to your application. **Veterans' preference will not be granted in promotional examinations.**

For applicants under items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete. Refer to the General Information, Promotional Examinations Only section of this bulletin for other eligibility requirements. Under certain circumstances, former EDD employees may be allowed to compete under the provision of Rule 235.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements for this examination **by the final filing date.**

EITHER I

Experience: One year of experience in the California state service performing the duties of a Criminal Supervising Investigator I, Employment Development Department, and possession of, or eligibility for, the POST Specialized Supervisory Law Enforcement Certificate within 24 months of appointment.

OR II

Experience: Five years of increasingly responsible experience as a peace officer (defined in Sections 830.1, 830.2, or 830.3 of the California Penal Code) performing criminal investigations. Two of the five years must have been in a supervisory capacity in an investigative assignment. (Experience in the California state service applied toward this requirement must include at least one year performing the duties of a Supervising Criminal Investigator I, Employment Development Department.)

AND

Education: Equivalent to completion of two years of college with a major in criminal justice, law enforcement, police science, administration of justice, or criminology, with evidence that the following courses or their equivalent have been completed: Introduction to Criminal Justice; Introduction to Criminal Law; Basic Investigation, Evidence, and Criminal Procedure; and Philosophy of Law, and possession of, or immediate eligibility for, the POST Specialized Supervisory Law Enforcement Certificate within 24 months of appointment.

SPECIAL REQUIREMENTS

Minimum age requirement at time of appointment: 21 years of age.

SPECIAL PERSONAL CHARACTERISTICS

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles; willingness to work in various locations throughout the State and at odd and irregular hours; keenness of observation; good memory for names, faces, places, and incidents; tact; reliability; satisfactory record as a law-abiding citizen; willingness to associate with criminally inclined persons and environments in performance of duties; willingness to work undercover and participate in covert moving or stationary surveillance; willingness to pursue potentially violent repeat offenders and effect their arrest; willingness to use all appropriate means to carry out peace officer duties; ability to work under stress and adverse conditions; exercise good judgment; demonstrate good work habits; and satisfactory completion, as a condition of probation, of all training prescribed by POST.

SPECIAL PHYSICAL CHARACTERISTICS

Good health, emotional maturity, and stability; sound physical condition; freedom from any physical, mental, or emotional condition or limitation that would interfere with the full performance of the essential duties of positions in these classifications; effective use of both hands; strength; endurance and agility necessary to cope with the demands of the job; normal hearing; normal vision or corrected to normal; and weight proportional to age and height.

PEACE OFFICER STANDARDS

Citizenship Requirement: Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Felony Disqualification: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

Firearm Conviction Disqualification: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in these classifications.

Firearm Requirement: Persons convicted of a misdemeanor crime of domestic violence as defined in the amended Federal Gun Control Act of 1968 are disqualified from appointment to these classifications.

Background Investigation: Pursuant to Government Code 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone an Employment Development Department background investigation may be required to undergo an additional background investigation.

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

Psychological Screening: Government Code Section 1031(f) and POST Regulation 1002(a)(7) require psychological screening of applicants for peace officer classifications.

POST Training Requirements: Under Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in these classifications.

EXAMINATION INFORMATION

This examination will consist of a **Qualifications Assessment** weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

QUALIFICATIONS ASSESSMENT – WEIGHTED 100%

It is anticipated that candidates who meet the minimum qualifications for this exam will be sent an email the week of **October 10, 2016** to the e-mail address provided on their application, which will contain a link to access the Qualifications Assessment to complete. It is the candidate's responsibility to contact the Human Resource Services Division at EDDExaminations@edd.ca.gov if they have not received an email by **October 13, 2016**. Please monitor your e-mail account's SPAM, Junk, Bulk, etc. folder(s) as the examination e-mail may be filtered depending on their specific account settings.

COMPETITORS WHO DO NOT COMPLETE THE QUALIFICATIONS ASSESSMENT OR DO NOT SUBMIT IT BY THE DUE DATE WILL BE DISQUALIFIED FROM THE EXAMINATION PROCESS.

FILING INSTRUCTIONS

Examination Applications (STD. 678) are available at the California Department of Human Resources Careers page at <http://jobs.ca.gov/pdf/std678.pdf>.

All Examination Applications must be **POSTMARKED** no later than the final filing date in order to be considered for the examination. Applications not sent through the U.S. Postal Service (i.e., hand carried to the Human Resource Services Division) must be RECEIVED BY 5:00 P.M. ON THE FINAL FILING DATE. Use of EDD metered mail, interoffice mail (e.g., red or gold bag), and faxed applications are prohibited. Submit applications directly to:

MAILING ADDRESS:

Employment Development Department
Human Resource Services Division, MIC 54
Attention: **SCI II EXAM**
P.O. Box 826880
Sacramento, CA 94280-0001

FILE IN-PERSON ADDRESS:

Employment Development Department
Human Resource Services Division, MIC 54
Attention: **SCI II EXAM**
751 N Street, 6th Floor Solar Building
Sacramento, CA 95814

NOTE: All Applications **MUST** include a current, valid email address as examination material may be sent via e-mail, e.g., examination notices, access to examination material, etc. It is the candidate's responsibility to ensure the email address listed on their application is current and valid. Failure to provide a current and valid email address may result in non-receipt of exam information in a timely manner which could result in disqualification from the examination.

Applications must also contain the following information: "to" and "from" dates (month/day/year) of employment, time base, civil service class title(s), and range, if applicable. In addition, college course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). Applications received without this information may be rejected.

SPECIAL TESTING ARRANGEMENTS

If you need an accessible test location, an interpreter, or other special testing arrangements because of a disabling condition or your religious beliefs, please complete question 2 and/or 3 on page 1 of the Examination Application (STD 678). You will be contacted and necessary arrangements will be made.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Employment Development Department Eligibility expires 12 months after it is established unless the needs of the services and conditions of list warrant a change in this period.

VETERANS' PREFERENCE

Veterans' Preference will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference.

SCOPE OF THE EXAMINATION

ABILITY TO:

1. Plan and conduct the most difficult and complex criminal investigations of alleged fraud violations
2. Conduct background and/or internal affairs investigations.
3. Apply laws and rules of evidence to specific situations.
4. Write clear and concise reports of investigation for local, State, and Federal prosecutors.
5. Analyze complex situations accurately and take appropriate action.
6. Interview witnesses and interrogate suspects.
7. Participate in undercover and surveillance assignments.
8. Establish and maintain effective working relationships and be able to communicate effectively before groups.
9. Use sophisticated evidence gathering and photographic equipment.
10. Plan and coordinate complex fraud investigations involving surveillance and tailing activities, service of multiple search warrants, felony arrest warrants, and undercover operations that involve sensitive handling of suspects.
11. Prepare and execute search warrants to include the search and seizure of computer evidence.
12. Make felony arrests.
13. Testify as an expert witness for prosecutors in State and Federal courts and/or testify at administrative hearings.
14. File criminal complaints.
15. Prepare and serve subpoenas.
16. Act as lead investigator and trainer over entry-level investigators.
17. Effectively supervise the work of a team of criminal investigators and assist in the planning, organizing, and directing of investigations.
18. Independently supervise a special project of assignment.
19. Work closely with local, State and Federal law enforcement agencies to coordinate effectively with their respective investigative efforts.
20. Manage multiple projects and priorities.
21. Contribute to and implement strategic, tactical, and operation plans.
22. Analyze situations accurately.
23. Think and act quickly in emergency situations and adopt an effective course of action.
24. Use appropriate data and analytical methods to make recommendations and decisions.
25. Implement progressive discipline to take corrective action pertaining to specific operational and personnel problems.
26. Communicate effectively to a variety of internal and external audiences.
27. Fulfill management responsibilities under the Ralph C. Dills Act (State Employer/Employee Relations).
28. Administer a statewide investigative program.
29. Employ sound management principles
30. Work with peer and subordinate staff to develop and implement standardized training for investigative personnel with differing program responsibilities.
31. Guide staff in the use of appropriate tools selected from a variety of data and analytical methods for making recommendations and decisions.
32. Foster collaborative partnerships within and across organizations.
33. Effectively represent the Department on multi-organizational teams as leader, member, and/or facilitator.
34. Actively participate in the development and implementation of strategic, tactical, and operation plans.
35. Build staff capacity through effective coaching, modeling adaptation to change, mentoring, and fostering initiative.
36. Utilize effective and contemporary methods of sound fiscal and personnel management.

SCOPE OF THE EXAMINATION (CONTINUED)

KNOWLEDGE OF:

1. Criminal law and advanced criminal investigative techniques and procedures to facilitate prosecutions.
2. The rules of evidence and court procedures.
3. Laws of arrest and search and seizure, including search and seizure of computers.
4. Evidence securing and preserving.
5. Service of legal process and the legal rights of citizens.
6. Interview and interrogation techniques, processes, and procedures.
7. Interpreting and applying the provisions of the California Unemployment Insurance Code, California Penal and Evidence Codes, and related State and Federal statutes.
8. Sources of information used in locating persons.
9. General training techniques and methods as applied to peace office training.
10. Principles and techniques of personnel management and supervision and employee relations.
11. Current leadership principles, practices, and trends.
12. Advanced training techniques and methods as applied to POST peace officer training.
13. Staff services functions such as personnel, training, fiscal, program policy development, analysis, and evaluation.
14. Business operations.
15. Legislative analysis.
16. Information technology systems, software, and hardware (including forensics).
17. Equal Employment Opportunity Program objectives and a supervisor's role in the Equal Employment Opportunity Program.
18. Techniques and method of administering specialized investigative programs.
19. Federal, State and local government policies and issues and how they impact the Department.
20. Control agency requirements of budgetary, personnel, and legislative policies and processes.

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

CONTACT INFORMATION

The EDD encourages all potential applicants to read this entire bulletin. All inquiries about this examination should be directed to EDDExaminations@edd.ca.gov. Please include the examination title, **SCR II**, in the subject line. Also, you may contact the Exam Analyst, Colette Kavanaugh, at (916) 654-7068.

GENERAL INFORMATION

THE EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

IT IS THE CANDIDATE'S RESPONSIBILITY to contact the Employment Development Department, Human Resource Services Division at (916) 654-7068, three weeks after the FINAL FILING DATE if he/she has not received a notice via email or U.S. mail.

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this examination, and all candidates who pass will be ranked according to their scores.

EXAM APPLICATIONS (STD 678) are available on the Internet at <http://jobs.ca.gov/pdf/std678.pdf>

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, an ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final examination scores regardless of the date of the examination and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

PROMOTIONAL EXAMINATIONS ONLY: Veterans' Preference is not granted in promotional examinations. Competition is limited to those applicants who meet one of the criteria listed on page 1 of this bulletin. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at the EDD's Human Resource Services Division, at the California Department of Human Resources, and on the Internet at www.jobs.ca.gov.

EMPLOYMENT DEVELOPMENT DEPARTMENT
Human Resource Services Division, MIC 54
P.O. Box 826880
Sacramento, CA 94280-0001
Website: www.edd.ca.gov
Phone: (916) 654-7827

California Relay Service for Hearing Impaired:
From TDD Phone: (800) 735-2929
From Voice Phone: (800) 735-2922

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.